

Special District Applicant Guide



Town of Bennett
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(Updated Feb 2022)

Special District Process (Sec. 16-5-805)

Purpose

Special Districts organized under Title 32, Article 1, C.R.S. (the “Special District Act”), under appropriate circumstances, provide an economic alternative to the development of municipal infrastructure at the expense and risk of the Town. The intent of is to impose conditions, restrictions or requirements on development by Districts of public improvements and the issuance of debt to preserve the financial integrity of the Town and the health, safety and general welfare of the citizens of the Town. The primary purpose of a Special District within the Town is to fund the local and regional public improvements/facilities necessary for the development of private property and possibly fund the continued maintenance/operation of such facilities established in an approved service plan and the Intergovernmental Agreement executed between the District and the Town.

Process

The Special District process consists of the following basic steps.

Step 1 – Pre-Application

The applicant completes the Pre-Application process, in which the preliminary concept plans are reviewed by the Town’s Development Review Committee (DRC). The DRC will make recommendations to the applicant on how the formal application might be structured to enhance chances the project will ultimately be approved by the Town Board of Trustees. The DRC will highlight issues of particular concern and refer the applicant to the applicable Town standards and regulations. The Pre-Application process regarding formation of a special district can be combined with the Pre-Application process for other stages of development, such as the Outline Development Plan or Final Plat.

Step 2 – Applicant Submits Formal Application

Following the Pre-application meeting, the applicant submits a draft Service Plan and Intergovernmental Agreement for the Special District, in accordance with Section [16-5-815](#) of the Bennett Municipal Code. The Town Board has adopted a Model Service Plan and IGA, copies of which are available from Town staff.

Step 3 – Staff Reviews Application for Completeness

Staff reviews the application package for completeness within five business days. **More than one submission may be required, depending on the responsiveness and accuracy of the applicant and his or her consulting team in preparing the resubmittal.**

Step 4 – Staff and Referral Agency Review and Comment

Once the application is complete, Staff will refer all documents to referral agencies, including both internal Town departments and external local and state agencies and groups. Staff and the applicable referral agencies will typically review the application within 21 business days although additional time may be required in certain circumstances. The appropriate staff or consultant will confer and provide comments to applicant.

Step 5 – Applicant Resubmits Application Documents

The applicant shall revise and resubmit the Special District Service Plan and related documents based upon the comments provided to the applicant

Step 6 – Applicant Provides Notice of Public Hearing

The applicant shall provide notice of the public hearing in accordance with the requirements of the Special District Act.

Step 7 – Town Board of Trustees Public Hearing

A public hearing shall be held by the Town of Bennett Board of Trustees to consider the Special District and Service

Plan. The Board will use the service plan, reports and any evidence provided during the Public Hearing to approve, approve with condition or disapprove the proposed Special District service plan (or amendment) by applying the criteria set in Sec. [16-5-820](#) of the Bennett Municipal Code.

Step 8 – Applicant Submits the Final Documents

If approved, the applicant shall submit the final documents for the Special District and Service Plan.

Step 9 – Recording by Town Clerk

Staff reviews the final documents submitted and the Town Clerk records the documents.

Other Permits as Required

The project may be subject to additional entitlements or permits, as required.

Special District Submittal Requirements (Town of Bennett | Revised February, 2021)

The following elements constitute an acceptable Special District application. An application is not considered submitted until all items are included in the application. (Note that depending on the size, scale and complexity of a proposal, some of the requirements below may be waived by Town Staff.)

APPLICATION DOCUMENTS			
Required if Checked	Submitted by Applicant	Project Name: _____	
		Case No.: _____	
		Land Use Application Form (must be signed by Property Owner)	
		Application Fees (see below)	
		Cost Agreement	
		Funds Deposit Agreement	
		Letter of Intent (describing the intent of the Special District)	
		Title Commitment (current within 30 days of application)	
		A Service Plan in accordance with the model service plan in Sec. 16-5-815.	
		An Intergovernmental Agreement in accordance with Sec. 16-5-815.	
		A copy of the petition to be filed with the District Court.	
		Any other information required by the Zoning Administrator necessary for proper review.	
APPLICATION FEES			
		2. Attorney: \$7,500	\$7,500
		5. Town Administration/Planning: 20% of total amount	NA
		(Additional fees may be required, depending on the number of resubmittals or changes by applicant. Additional fees will be required for Subdivision Agreement and Construction Plan Review)	Total \$7,500
		Recording fees will also be required when the final documents are recorded with Adams or Arapahoe County. (See below)	